

Montana Police Records and NIBRS Training Conference

July 8-10, 2008 Missoula

**Brought to you by The Montana Board of Crime Control
and the Missoula Police Department**

This three-day training conference is intended for police, sheriff, and tribal records personnel; sworn and civilian, records supervisors and administrative command with little formal training in the principles, practices and legal considerations associated with police records operations, MT criminal justice information laws and administrative rules. The two-day course is designed to provide an understanding of the basic components and functions of records systems and how the records function can better support other units, divisions and commands within the police and sheriff organization. The third day will offer an opportunity to interact and learn more about Federal rules and Montana's complex Incident Based Reporting System, (NIBRS and MTIBRS), statistics and report development.

"Getting Our Ducks In a Row"



This conference is also an opportunity to bring agency personnel working with law enforcement records and criminal justice information together to be instructed on these intricacies and to begin a dialogue to improve our agencies' practices by forming an association of law enforcement records administrators; creating a network throughout the state to share ideas and resources and influence change for professional standards. Wednesday's banquet will feature guests from Washington's Law Enforcement Information and Records Association who will share WA LEIRA experiences.

24 POST Credit Hours Approved

What you'll learn....

Days One and Two

General Police Records Practice

- Personal Privacy and Police Records
- Principles and components of Police Records
- Records Systems, Designs, Methods, Indexes
- Records custody and quality control
- Sealing and expungement
- Montana's Laws and Practices

Day Three

- MTIBRS and NIBRS
- Statistics and reporting

You'll also have time to sit down with your NIBRS data system vendor to address any concerns and offer ideas for system upgrades.

**July 8-10, 2008
Holiday Inn at the Park
Missoula, Montana**

Who should attend:

- > Police and Sheriff Records Administrators
- > Command Officers
- > NIBRS Clerks/ Specialist
- > City and County Attorney Staff
- > Any agency support staff who work directly with the complexities of police report dissemination and criminal history record information, statistics and reporting

Fee: \$180.00 per person
Registration deadline:
June 18, 2008

Registration fee includes all training materials, three breakfasts, three lunches, and hospitality events.

Please complete the attached registration form and return it to Julie McGill—Missoula Police Dept.



Each attending agency is asked to bring a gift item from your agency or hometown to be used as door prizes throughout the conference.

Any questions or for more information, please contact Julie McGill at the Missoula Police Dept 406-552-6323; email jmcgill@ci.missoula.mt.us or Truman Tolson at the MPD 406-552-6289; email ttolson@ci.missoula.mt.us.

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**Get your ducks in a row and
have fun in Missoula**

Missoula offers some great family friendly activities. Here are just a few of the highlights happening in Missoula during your stay at the conference.

Tuesday evening, July 8th is . . . *Hero's Night at the Ballpark*



Vs.



Each year, the Missoula Osprey honor their local police, sheriff, fire and ambulance agencies. This year, the Local Hero Night is the first night of the conference. The Missoula Police Officer's Assoc. will sponsor our conference guests' attendance at the game. Not only will you get to see great live local baseball, but you'll be treated to great food and fun from Osprey Baseball.

You'll have so much fun, you'll drop your fish!

Please indicate on your registration form if you would like to join in on the fun time. Your guests are welcome to attend. There is no additional cost for this event.

Every Wednesday in Missoula is . . . "Out to Lunch in the Park"

The Holiday Inn at the Park is just a short walk along the river front trail to Caras Park. Each Wednesday throughout the summer months many local eateries showcase their tasty treats from 11-2. The Missoula Downtown Association hosts live music and other family friendly live entertainment. Even though lunch is provided as part of the conference registration, Missoula invites you experience the beauty of downtown.



CURRENTS



For the Kids or Kids at Heart!

Missoula Parks & Rec offer two great water spots, perfect to hang out or splash around in the summer's heat of day. *Currents* is an indoor swimming pool and waterslide located in the heart of downtown. Daily pass rates range from \$2.50 for youth to \$4.00 for adults.

Splash Montana is a fantastic outdoor water park with many slides, lazy river tube adventure, splash decks and much much more! Daily pass rates range from \$2.50 for youth to \$4.00 for adults.

For more information visit their website: <http://www.ci.missoula.mt.us/parksrec>



About the trainers....



R.A. Doran & Associates Police Training Consultants

Mr. Doran has taught several police records related courses for the past twenty-six years. Courses include: Police Record System Operations; Police Records Management; Developing Records Policies and Procedures, Managing Open Records/Freedom of Information Acts for police records, and Developing Training Plans For Records Personnel Development. Mr. Doran has conducted analytical records management studies for over 30 local government departments and agencies, including 28 police and sheriff's department. He serves as the technical advisor to the *Law Enforcement Record Managers Association of Michigan (LERMA)*.

He is completing the research and writing of the first comprehensive text on police records management in the past 30 years; *Police Records and Information Management*. He has consulted with numerous police agencies in the United States and Canada on investigations, case management and records systems.

Mr. Doran was employed previously as Executive Director of a regional criminal justice planning council in the Chicago area, a legal researcher with a Chicago law firm and a municipal police officer. Related professional experience includes that as a Senior Police Consultant with an international management consulting firm.

Darrin Moor, FBI—Criminal Justice Information Services

Darrin Moor has worked for the FBI for approximately 19 years. During this time, he has worked in the Director's Office of Public and Congressional Affairs and in his current assignment as a Training Instructor.

As a Training Instructor in the FBI's Criminal Justice Information Services Division, located in Clarksburg, West Virginia, Mr. Moor has lectured throughout the United States on various programs. Mr. Moor's program responsibilities include Uniform Crime Reporting (UCR), National Incident-Based Reporting System (NIBRS), Hate Crimes, Law Enforcement Officers Killed and Assaulted (LEOKA), National Crime Information Center (NCIC), Integrated Automated Fingerprint Identification System (IAFIS) and other related projects.

Mr. Moor has also lectured/instructed at the FBI Academy, Quantico, Virginia for New Agent Training, as well as National Academy students. Mr. Moor was recently appointed the Violent Gang and Terrorist Organization File (VGTOF) Training Coordinator.

Jimmy Steyee, The Montana Board of Crime Control

Jimmy Steyee has been with the MBCC since June 2007. He is the Statistician for the Statistical Analysis Center which is housed within MBCC. In his current position, Jimmy has published 'Crime in Montana 2005-2006'. Jimmy is also the Montana representative on the Justice Research and Statistics Association (JRSA) and also sits on the Stated Epidemiological Workgroup. In May 2006, he graduated with a Bachelor's degree in Justice Studies from Montana State University—Bozeman. Following graduation, Jimmy worked for about 8 months for an internet based company doing market research on NYSE listed energy companies. His college coursework focused on the principles and concepts of criminal justice and the impact it has on society.



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Registration Form

Registration Deadline is June 18, 2008

Cancellation deadline is July 1, 2008

Please complete this registration form and return to:
Julie McGill, Missoula Police Dept. 435 Ryman St. Missoula, MT 59802

Name _____ Agency _____

Address _____ City _____ Zip _____

Title/Rank _____ Phone _____

Email _____ @ _____ Fax _____

Monday, July 7, 2008

6:00 - 8:00 pm Early Registration

Tuesday, July 8, 2008

7:00 - 8:00 am Breakfast (provided)
Registration

8:15 - 12:00 General session

12:00 - 1:15 Lunch (provided)

1:30 - 5:00 General session - cont.

6:00 pm - ? Missoula Osprey base-
ball BBQ at the park
(Optional, but please check box if you
and guest would like to attend)

☐ YES, I will attend the game
of guests _____

Wednesday, July 9, 2008

7:00 - 8:00 am Breakfast (provided)
Registration

8:15 - 12:00 General session

12:00 - 1:15 Lunch (provided)

1:30 - 5:00 General session - cont.

6:00 pm - ? Banquet
(Optional, but please check box if you
and guest would like to attend)

☐ YES, I will attend the banquet
of guests _____

Please indicate your meal choice:

☐ Chicken Guest _____
Banquet tickets are
\$30 per person
☐ Fish
☐ Beef ☐ Vegetarian meal

Thursday, July 10, 2008

7:00 - 8:00 am Breakfast (provided)

8:15 - 12:00 NIBRS and MTIBRS

12:00 - 1:15 Lunch (provided)

*This is a working lunch for all inter-
ested in being on the steering com-
mittee to develop an association.*

1:30 - 3:00 NIBRS and MTIBRS

3:00 - 5:00 Meet with your data
system vendor



Lodging is available at discounted rate at the Holiday Inn at the Park 200 S Pattee St, Missoula, MT 59802. Please make your reservations directly with the Holiday Inn by calling 1-800-399-0408, referencing this conference.

Hotel reservation deadline is June 8, 2008.

Other lodging is available at the Holiday Inn Express 1021 E. Broadway, Missoula, 1-800-465-4329 or Doubletree Edgewater 100 Madison, Missoula at 406-728-3100.



Registration: \$ 180.00
Banquet ticket: \$ 30.00
Additional ticket (s) # _____
@ \$30 ea = \$ _____

Total due: \$ _____

Make check payable to:
Missoula Police Department
(tax ID# 81-6001293)

Send form along with payment to:
Julie McGill
Missoula Police Department
435 Ryman St, Missoula, MT 59802



435 Ryman Street
Missoula, MT 59802